Previous references.
Secs 51-05 (1-5) & (10-11)
66-08 (9 & 13)
San. 54-09 (1 & 4).

Later references.

1900

(Medical)

File No. 143-10

Serial Nos. 1-5

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-5

Part B. for June, 1912.

SUBJECT.

Proposal to revise the establishment of the Senior Surgeon's Office

---

1. From the Comptr, No. 62 75/B & R 743 & 21.1.11: Forwards with certain remarks the letter from the Offg. Sen. Surgn. together with a proposition statement (duly verified) received therewith for the entertainment of an Asst Record Keeper and an Attender for the Sen. Surgn's Office.

2. To the Offg. Sen. Surgn., No 6729 & 11.2.11. States that the financial effect of his proposal will be an addition of Rs 420/- per annum to the permanent recurring expenditure of the State and requests him to point out corresponding reductions in other directions.

G. R. S. 58

3. From Do, No. 4454 & 17.3.11: States that is not possible to show any reduction in the present establishment and that it is not possible to manage the work without the additional establishment asked for

4. To the Sen. Surg D.O. no 8302 S 10.4.12: States that Mr. K. Raghavan Rao, Asst Secy, and the Supdt of the General Records of this Office have been instructed to visit his office records to see the necessity of additional hands.

To the Supdt, Gen. Records, no 83 3 S 10.4.11: Forwards copy of the above and states that he will receive the necessary instructions from Mr. K. Raghav Rao.

5. To Do, no 9687 S 19.6.12: Suggests means for lightening the work of the record keeper and states that for reasons explained no case exists for any addition to the establishment.

M. V. Khandalwar
26/6/12.

G.R.S. 11] 1910-11.

GENERAL AND REVENUE SECRETARIAT.

(Medical)

NOTES.

File No. 143-10

FILE HEADING.

Revision of the Establishment of the Senior Surgeons office.

From

The Comptroller

No. 4275 / BdR 743 Dated 19/21 . 1. 11. Received 23. 1. 11.

Diary No. 1779	Enclos.	Spare Copies	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards with certain remarks letter no: G 3402/10.1.11 ii orgnal from the Offg Senior Surgeon together with a proposition Statement (duly verified) prepd thereunto, for the entertainment of an Asst Record keeper on Rs 20 and an Attender on Rs 15 per mensem for the Senior Surgeon's office and states that the proposition, if sanctd involving an addition of Rs 420 per annum to permanent recurring expenditure of the State, will, if sanctd, take effect from the beginning of the next Fl year

NOTES AND ORDERS.

1) The establishment of the Senior Surgeon's office was revised so recently as the year 1907 and an establishment costing from Rs 507 (minimum) to Rs 557 (maximum) was sanctd for the Senior Surgeon's office vi G.O no: 6828-9 Med 21-05-11 dt 4.2.07

Notes—First sheet

GPB—15,000—24-4-09.

G. R. S. 12]
General and Revenue Secretariat.

hed File No. 143 of 1910-11

Serial No.

S

of the estabt Sanctd for the General branch of the Senior Surgeon's office vi the G.O. of 4th Feb/07. an Accountant on Rs 30 and a dispatcher on Rs 15 Assistant subsequently transferred to the Sanitary Commrs office. Vide G.O no. 4371-3 / San 574-07-4 dd 12.11.07.

2) In G.O dd 4.2.07 a temporary estabt of two clerks on Rs 20 each was also Sanctd for Sorting & arranging the old records of the Senior Surgeon's office and this temporary estabt which was originally Sanctd for 4 months has been extended from time to time the period pertaining to and according to the latest Govt order the temporary estabt will be continued till the end of June 1911

3) The Senior Surgeon States that the existing hands viz one Record Keeper and one Attender cannot attend to the arrangements of records in a Satisfactory manner and that the records of his office will once again fall into the old State if the additional estabt applied for is not Sanctioned

1. Asst Record keeper — Rs 20 a month
1. Attender — Rs 15 Do.

The estabt for the Senior Surgeon's office was Sanctd vi G.O dd 4.2.07 with due regard to the recommendations of a Committee specially appointed by Govt to consider the requirements of the Senior Surgeon's office in the matter of estabt, and the opinions of the Senior Surgeon (Col: Smyth) & the Comptroller

NOTE—Contn. sheet.

GPB—50,000—12-8-10

4779 3

G. R. S. 12]
General and Revenue Secretariat.

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4) Listed for orders. If any additional estabt is to be sanctioned, Branch II has to be consulted

Rm (6) 31.1.11.

5) Unless a strong case is made out by the Senior Surgeon with facts and figures shewing how it is not possible to maintain the records satisfactorily with the establishment now allowed to him, the proposal for additional establishment cannot be entertained - A mere comparison of the establishment allowed to him with the establishments allowed to some other offices is not sufficient to convince one of the necessity for the increase asked for

182 Cr) 31.1.11 Rlle

6) Please ask the Senior Surgeon to point out Corresponding reduction in other directions so as not to exceed the total Cost of establishment

Rlle
3/2/11
pz

p.2.11

NOTE—Contn. sheet.

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

Med File No. 143 of 1910-11

4779/4

Serial No.

- V. Please put up draft accordingly
7. 2. 11 Mlle

8) Draft Subtd in letter form.
Issue
Adm(G) sng 8.2.11. 9. 2. 11 Mlle

9) To the Offg Senior Surgeon Letter no: 6729 dd 11.2.11.

2 States that the financial effect of his proposal to increase the establ will be an addition of Rs. 420 per annum to the permanent recurring expenditure of the State and requests him to point out corresponding reductions in other directions so as not to exceed the total cost on account of his office establ

3 Letter no. Cf 457 dd 16/17.3.11 from the Sen: Surgeon States that it is not possible to show any reduction in the present establ & that it is not possible to manage the work without the additional establ asked for; also States that if it is considered necessary to gauge the work in the pecnd branch of his office, an officer of the Secretariat may examine the same in order to ascertain whether the additional establ asked for is necessary or not

Subtd for orders
Adm(G) sng 21.3.11. Secy) 22.3.11 Mlle

NOTE—Contn. sheet.

G. R. S. 12]
General and Revenue Secretariat.

Mrs. File No. 143 of 1910-11.

Serial No.

.. 2) I fear the need for the additional establishment is not fully made out. The sorting & arrangement of the old records is being attended to by a temporary establishment & after the work is completed the record keeper & the attender have only the current records to arrange & look after.

3) The details of work of the recordkeeper given on page 4 of the P.C. of Feb 07 do not show that the daily work of the official is very taxing.

4) If necessary the assistg Br Tr with the Supdt-General records may be asked to inspect the S.R.'s office records & have a consultation with the S.R.'s Assistant & note whether there is any real need for the hands asked for.

(S&C) approved 25/3/11

25-06
28.3.11

Note—Contn. sheet.

GPB—55,000—27-4-09

Put up to H & S 28/3/11

25-3-11

28.3.11

G. R. S. 12]
General and Revenue Secretariat.

5 : 1 : 13

Med File No. 143 of 1910-11.

Serial No.

1) Draft D.O Lr dd med file 66-08 SR 9 to 13
Bo. nov'09 Conts a note dd 12.10.09 by Mr
A. N. Swaginana Mer Supdt of the Genl Records
of this office on the inspection of the work done
by the two temporary recording Sorting Clerks
of the Senior Surgeon's office, is put up for perusal.
Rdn (61) Seey I — 24 - 11.
29.3.11.

Issue
883
4/4/11

Let me have the file after issue of the letter
MW 4.4.11

4 2) To the Senior Surgeon (Lt-Col. Smyth). D.O No. 8302 dd 10.4.11.
States with reference to SR no: 1 that Mr K. Narayana Rao Asst Seey and the Supdt of the Genl Records of this office have been instructed to visit his office records to see the necessity of the additional hands and requests that the necessary facilities may be afforded to them.

3) To Mr A.N. Swaginana Mer, Supdt: Genl Records (thro' the Registrar, G.A.S) D.O. No. 8303 dd 10.4.11.
Forwards a copy of SR no: 4 for information and states that he will receive instrs from the Asst Seey, Branch IV re insp of the records of the Senior Surgeon's office
4) File Lr to the Asst Seey as directed.
Rdn (61) SR
10.4.11.

NOTE—Contn. sheet.

GPB—55,000—27-1-10

G. R. S. 12]
General and Revenue Secretariat.

Med File No. 163 of 1906-11

Serial No.

7) Write instructions from the Asst. Secretary, Branch IV, the records of the Senior Surgeons Offices were inspected by me ~~assisted~~ alone on the 1st Instt. and along with the Asst. Secretary 2nd idem.

8) There are 662 files formed the whole of these are General files each containing all the papers connected with an institution or an officer or class of officers Only 262 out of 662 have till now been arranged, sub files formed and a list of such sub files made and completed. Such internal arrangement in each of the re- maining 400 is yet to be done. It is only after such arrangement is completed a regular list of File Headings with a list of sub files in each can be made.

9) Gazettes & Registers previous to 1888 need to be arranged & put in order.

10) There is yet a small quantity of papers to be destroyed. A register is maintained of papers already

NOTE—Contn. sheet.

GPB—55,000—27-4-06

G. R. S. 12]
General and Revenue Secretariat.

Ind File No. 143 of 1910-11

Serial No.

destroyed. In this register the subject matter is omitted relying upon the Index & Do Registers from which it can easily be ascertained when the No & date of any paper is known

x Flag U

11) The accompanying statements furnished by the Manager of the Office show the average daily Receipts & Issues. Excluding Bills &c the daily averages are —

Receipts or Inward Papers —— 37.

Returns —————— 28.

Issues —————— 39.

The whole of the days Receipts & Returns including those which do not require reference papers being put up goes to the Record Keeper who adds the necessary references & passes them on to the several Officials concerned. The course ought to be the other way. The Official concerned should first receive the receipts and obtain from the Record the reference papers that are needed by sending a requisition which should denote the purposes of a number

NOTE—Contn. sheet.

GPB—55,900—27-4-09

G.R.S. 12]
General and Revenue Secretariat.

Red File No. 143 of 1910-11

Serial No.

in place of the paper sent out

22) On the 1st Instt the Record Keeper received 21 Receipts 16 out of these required previous references being put up.

23) Issues are sent to the Record Keeper loose. He has to add them on to their respective files and restore them.

24) The Record Keeper has needs to make copies or extracts whenever an issue relates to more than one file and place one in each of the files connected therewith.

25) The Record Keeper is further expected to flag the references when files go out from him for orders.

26) Of the list of duties assigned to the Record Keeper in G. O. of the 4th Feby 1907, page 9, items ticked are now being done by him

27) The Record Keeper's work detailed above seems to me to be heavy for a single clerk

Y
No. 628-9
Red 51-05-H
9.4.207

GPB—55,900—27-1.

G.R.S. 12]
General and Revenue Secretariat.

Misc. File No. 143 of 1910-11

Serial No.

assisted by an attender.

28 If an additional hand be sanctioned there would be no necessity for the attender. What remains yet to be done by way of arranging the remaining 400 files into sub files and the preparation of the lists of file Headings with lists of sub files in each can be completed and continued in an efficient manner the services of the attender may then be withdrawn from the records.

29 If no additional hand is sanctioned the temporary hand will have to be continued till the 400 files are arranged and the rest of file Headings are completed. At an average of 4 files per day there is work for the temporary hand for 100 days or 5 months & 22 working days. And same relief has to be granted to the Record Keeper by way of

NOTE—Contn. sheet.

GPB—35,000—27-4-10

G.R.S. 12]
General and Revenue Secretariat.

Medical File No. 123 of 1910-11

Serial No.

diverting from him works that are unconnected with the records, such as—

(1) Maintenance of the

1) Inventory List of all Govt. Property in Office
Item No 4 in the G.O.

2) Register of Casualties
Item No 9.

3) Lists of Hospitals & Dispensaries
Item No 10

4) " of deceased Officials
Item No 11

5) " " Insane Officials
Item No 12

6) " " Retired Officials
Item No 13.

7) " " Europeans & Eurasians
Item No 14.

8) " " Graduates
Item No 15.

These lists should always up to date would entail very little work upon any other in the Office to whom they may be transferred

(2) The daily receipts may be

To whom can the work be assigned. The S.V.S. may be consulted about this. SK

GPB—55,000—27-4-10

Serial No.

sent direct to the Officials concerned after they are noted in the Registers and the reference papers may be obtained by them by sending requisitions therefor.

(3) The typist may be made to supply necessary copies to the Record Keeper, if orders are which have to be placed in more than one file.

May X

6/6/11 30. My inspection of the records goes only to confirm what was noted by me on the 18th May 1911 (Vide routine notes) that the necessity for the increase of the record establishment has not been made out The Record Keeper's work now seems heavy and too much for one hand and an attender because he is burdened with certain other duties in addition to what are his legitimate duties and also because there is no method and system in calling for papers to from, or

G. R. S. 12]
General and Revenue Secretariat.

Med File No. 143 of 1910-11.

Serial No.	
	sending papers to, the records the Senior Surgeon may be requested to adopt as far as possible the rules appended to G. O dated 20th Sept 1910 in regard to Revenue & Records, restricting the Record Keeper's duties to what are legitimately his and then make such proposals for additions as he may consider necessary, should he still find the Permanent establishment sanctioned to him not sufficient to cope with the Record work.
	31. As regards the temporary establishment, ~~sanctioned~~ its further retention for at least another six months seems necessary. It will save much time and labour, ~~and time~~, I think, if a rough index is prepared as the papers are sorted, of the records to be permanently preserved, under each subject head. From this rough index, a proper index may be easily prepared after

NOTE—Contn. sheet.

GPB—50,000—12-8-10

Serial No.

all the papers are sorted -

32 As regards papers destroyed, it seems desirable to maintain a Register in the Form Appendix D appended to the Revenue Records Rules and also enter a note of destruction against the respective entries of the papers in the "To" and "From" Registers - (Vide Rule 20 of the Rules).

33 The Senior Surgeon will it is believed, submit a separate proposal in regard to the further ~~extension~~ retention of the temporary establishment

34 Please put up draft -

8. 6. 11 Mlle

35

Two drafts lifted as directed by the Asst Secy.

(Rec'd) 9.6.11 36. The draft order will do - ~~The~~ The Senior Surgeon will himself make a reference regarding the continuance of the temporary establishment. The draft letter is therefore unnecessary

Secy) 15 6. 11 Mlle

GPB—50,000—12-8-10

5943 15

G. R. S. 12]
General and Revenue Secretariat.

Med File No. 143 of 1910-11.

Serial No.

37 The file may be sent up to the Sr S for any remarks he may wish to make about the suggestions offered by the Supdt of Records & the Asst Secy IV about lightening the duties of the record keeper &c.

38 Orders about the continuance of the temporary estt will issue in Med File 124 of 1910-11.

CSB
5/7/11

No. no. 1,3 / Dy 2.8.11

39 Forwarded to the Senior Surgeon

H Raghavendra Rao
5-7-11 / 2.8.11 for Secretary.

Gr. A. No 1½ 9.5.12 / 2

40. After having carefully gone through the file and the General G.O. issued on the subject of revising my establishment and after having tried the effect of containing unnecessary correspondence between the Senior Surgeon and the Distt Med Officers and after having taken stock

NOTE—Contn. sheet.

GPB—50,000—12-8-10

Serial No.

of each officials actual out-turn of work I am to point that the small additional establishment asked for is necessary.

There is only need of redistribution of work when this additional staff is sanctioned & this of course will be done so that there may be smooth working & avoidance of all delay & confusion

1st May 1912

J. J. Ackroyd
Senior Surgeon - D. S.

IV
3-5-12
2nd
B2 IV
3/5/12

5-9-13-10

17

G. R. S. 12]
General and Revenue Secretariat.

Med File No. 143 of 1910-11

Serial No.

41 Subtd for orders with the H.O papers from the Senior Surgeon.

(Sd) Secy) 7.5'-12. Mlle

3.5.12

Hmw

39

8/5/W 42 The Senior Surgeon still thinks that the additional hands are necessary

2nd Secy

CSB 8/5/12

43 Point out the items of work referred to by the G.R.S. which do not necessarily belong to the Record keeper

Mlle 8.5.12

It is taken up by the Record keeper

I do not think the present Record keeper has heavy work

44 The S. Surgeon has not made out a case for additional hands.

10/5

45 Put up draft 18.5'12 Mlle

Bdm 11/5/W

NOTE—Contn. sheet.

GPB—50,000—12-6-10

5943 T⁷ 18

G. R. S. 12]

General and Revenue Secretariat. | Revd File No. 143 of 1910-11

Serial No.

viz. maintaining certain lists & registers

46. Draft Lists. The duties of which the Record Keeper is proposed to be relieved are, it is listed, included as those of Record Keeper & the clerk of the Senior Surgeon's office, in the distribution-list appended to para 7 of the letter from the ~~Senior Secretariat~~ Committee appointed ~~with~~ to consider the question of provision of the establ of the Senior Surgeon's office. Vide para 7 of the letter quoted in the preamble to G.O. dated

No. 6828-9 dated 4.2.07
Revd 5-5-11

Rem 61
11.5.12
14/5/12

47. Draft submitted Secy) 21.5.12.

48 2nd Comm. ~~[illegible]~~ ater

10/6

47 Draft approved

14.6.12

50 Rem

16/6

17.6.12

NOTE.—Contn. sheet.

GPH—20,000—20-1-12

G. R. S. 12]

General and Revenue Secretariat.

Med File No. 143 of 1910 11

Serial No.	
5	To the Senior Surgeon No 9687 J. 19·6·1912 Suggests means for lightening the work of the Record Keeper and states that for reasons explained no case exists for any addition to the establishment.

NOTE--Contn. sheet.

GPB—20,000—20-1-12

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

In order to ensure the work of the record keeper information as regards

1) the state of the records whether properly arranged and there are to facilities for picking up papers wanted

2) the numbers required or receipts required for papers being put up

3) the number of papers or files need for restoration to their respective places in the records

4) whether the record keeper has anything to do with the above beyond the mechanical work of restoration

5) what other works so attached are to the record

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—85,000—21-4-09

Clerk.

15/4/11

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Yes: Information on the points referred to above should be collected -

The duties which the Senior Surgeon proposed to assign to the Record Keeper are enumerated in the list ~~appears~~ appended to the Report of the Committee appointed in 1905 to consider the question of revision of the establishment of the Senior Surgeons office, read in G.O dated 4th Feb 1907. The Committee were of opinion that of those duties, items 9 to 15 were not connected with the custody of records and should not be assigned to the Record Keeper -

It is to be noted, that at the time of the revision of the establishment of the Senior Surgeon's office in 1907,

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB—30,000—11-4-06

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

---

the offices of the Senior Surgeon and the Sanitary Commissioner were combined and the establishment then proposed by the Senior Surgeon for the Record department was one Record Keeper, one Asst.n Record Keeper and one Attender - The Committee were of opinion that when once the records ~~are~~ were brought into order, a single Record Keeper, with an Attender to help him, ought to be able to look after the work properly and that an Asst.n Record Keeper was unnecessary - The Sanitary Commissioner's office has now been separated from the Senior Surgeons office. If the records of that former office are ~~kept~~ kept separately in that office there is

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB—30,000—11-4-06

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

less work now for the Record Keeper of the Senior Surgeon's office Yet the addition proposed by the Senior Surgeon to the Record Dept^n is one Asst^t Record Keeper and one attender, that is, one more than the number formerly proposed as stated above

18.5.11

It would be well if Mr Inglis now D^y Surgeon General can visit the 5^th Div^n Office See Ships for themselves & discuss details & get opinions from the Personal assts to Surgn G. & staff of the Office - I myself think that once the RO records are set right the existing staff ought to be able to attend to current work & that the Record work could not be handled with other work -

18/5

N·B — Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—30,000—11.1906

Office of the Secretary
Bangalore 2.6.11

Dear Sir

I shall thank you to kindly hand over the enclosed to the Asst: Secretary and oblige

Yours sincerely
A. C. Thompson
Manager

Duties of the Record Keeper

1. In charge of the office

2. To maintain a file from and to Register Appeal and

Gazettes, Applications for
Appeals for Compassionate
Interests, Hospital Certs
Invalid, Hospitals

Passes

3. To keep up correspondence
to transmit papers for sub-
mission to G.S. also the
Manager P.A. Anti Smuggling
the reference by flag-staff
to arrange the entertainment
Lists &c. Stocks

4. To see that Cadets
of Compassionate Leave
Certificates
Certificates
Certificates of Identity &
&c. Ration &c.
5. To see that Police &c. furniture
Boots &c. Bedding

To see Servants &c. present
Cook's return &c. form

7. To be in charge of all

[illegible] Abstract
and Indexes of Returns &
Schedules &c &c)

If the said Records are sent
then the Record Clerk will be
made responsible for the Circulation
Correspondence &c arranging
them & taking out, and putting in
& keeping safe and accompanying
[illegible] He has to arrange
[illegible] given decisions of subjects
Files when stitched and putting
in [illegible] the Files.
The Clerk will be in charge of Letters
Postal Registers and answering
questions about references from
the F.S. down to the Card Clerk
and be in charge of all [illegible]
for appts. maintaining necessary
Registers.
The first attendant will be in
charge of blank forms Gazettes
and take notes of the papers books
and registers that require out of
the [illegible]
[illegible]
from time to time [illegible]
The 2nd attendant will see to the
mustering of the Files and help
the Record Keeper and his assistant
in bringing the Files from the
respective Admiralty Offices

& take notes of all papers &c
to be destroyed & preserve a
record ~~[illegible]~~ statements that
are required.

11/4/11

Statement Showing the no. of papers
from 1st

Nature of Papers	No for one year	Daily
"From papers"	9501	
"Returns"	7196 ~~5866~~	
"Proposals for Insurance"	1944	
"I. A. bills"	2724	
"D. C. bills"	258	
"Confidential Reports on Medical Subordinates Stationery Indents and Schedules of establishments	228	received
	21853	

Returns &c, received here (but
under the orders of Sem

Bangalore
Dated 1-6-11

to, received at the Senior Surgeon's office
June 1910 to X 31st May 1911

average No.	Remarks
37	
28	
2 ½	
8	
10	
1	
~~nil~~	
~~14~~	

of folded) and transmitted to the various offices
Surgeon, are not included in this Statement

Statement Showing th

Nos of papers	Nos for one year	Da
"To papers"	10148	
"Proposals for Insurance"	1944	
Total	12092	

Bangalore
Dated 1.6.11

e. No. of papers despatched from 24
1-6-10 to 31-5-11

ly average No.	Remarks
39	
8	
47	

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

No. 4275 [illegible] B & A-743

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

Dated Bangalore, the 14 January 1911

21

FROM

J. S. CHAKRAVARTI, ESQ., M.A.,
F.R.A.S., etc.,
Comptroller to the Government of
His Highness the Maharaja of Mysore.

To

C. S. Balasundaram Iyengar Esq., B.A.,

Offg: *Secretary to the Government of Mysore,*

General and Revenue *Departments.*

SIR,

I have the honor to forward herewith, in original, letter No. G. 340 dated 10th Instant, addressed to you by the Senior Surgeon in Mysore and also the Proposition Statement in duplicate received therewith, and to state that the statement has been duly verified by this office.

The Senior Surgeon proposes to entertain two additional hands, one Assistant Record-Keeper on Rs.20/- and an Attender on Rs.15/- per mensem on the ground that the existing hands do not find time for the arrangement of records. The financial effect of the proposal will be an addition of Rs.420/- per ~~mensem~~ annum to the permanent recurring expenditure of the State.

As the present financial condition of the State does not allow of any additional expenditure being sanctioned unless corresponding reductions in less useful and less necessary directions are pointed out, I beg to report that nothing less than the strongest administrative grounds can justify this increase of establishment at the present juncture. The proposition, if sanctioned, will, of course, take effect from the beginning of the next official year

I have the honor to be,
Sir,
Your most obedient servant,

J S Chakravarti
Comptroller.

S.A.M.

Rec.—Gl. 17]

.....Department.

19/(

From

J. S. CHAKRAVARTI, Esq., M.A.,
F.R.A.S., etc.,
Comptroller to the Govt. of
H. H. the Maharaja of Mysore.

To

.....Esq.,

Secretary to the Govt. of Mysore,
.....*General Rev.....Dept.*

Dated

Despatched 21-1-11

Received

No. 4275
743

Subject-matter.

Forwarding in original
letter No 340 of 10-1-11
& also the proforma
Statement in duplicate &c

Thro' The Comptroller in Mysore

1911

From

THE SENIOR SURGEON
WITH THE GOVT. OF MYSORE,
Bangalore.

Enclosed file 143-10 &c

To

The Secretary to Government & Revenue Depts Bangalore

COMPTROLLER'S OFFICE
CIVIL BRANCH,
11 JAN 1911
BANGALORE.
MYSORE GOVT

Dated

Despatched 10th January 1911

Received

General No. B 340
No.

Enclosure No. Two

SUBJECTS.

Enclosing a proposition statement for the small additional establishment required for the Record branch of the Senior Surgeon's Office —

applied for the current records would soon relapse to the old state of affairs as it is not possible for the present establishment to maintain them in order.

2. The work turned out in the Office of the Inspector General of Police is nearly the same as that of this office and the records of that office are managed by 4 hands against 2 in this office, while the Office of the Conservator of Forests, the head office of a comparatively smaller Department, possesses one Record Keeper on Rs.50/- and 2 Assistant Record Keepers on Rs.25/- & 20/- per mensem.

3. In view of the above fact I would very strongly recommend that the small addition now proposed be sanctioned and I trust you will be so good as to move the Government to accord early sanction to the same.

I have the honor to be,

Sir,

Your most obedient servant,

J. V. Ramachandra

Offg Senior Surgeon, Mysore Govt.

Finance and Accounts Form 11

(*Vide* Art. 57, C. A. C., Vol. I, and Rule 28, Part I, Chapter II of the Financi

Finl. 200]

Statement of Proposition for

Name of Office to which the Proposition

Government Orders sanctioning present Establishment		Nature of Charge											
		Present Scale						Proposed Scale					
				Pay						Pay			
No.	Date	No.	Designation	Minimum	Rate of Increase	Maximum	Average Cost	No.	Designation	Minimum	Rate of Increase	Maximum
Govt. Orders		1	Manager	100 ~~150~~	10	150	137½ ~~150~~	1	Manager	100 ~~150~~	10	150
No 6822-9 dated		1	Record Keeper	35		35	35	1	Record Keeper	35		35
651-05/11 dated		1	Reg. Clerk	25		25	25	1	Reg. Clerk	25		25
22nd February		1	Typist	20		20	20	1	Typist	20		20
1907 & Ord.	J	1	Copyist	15		15	15	1	Copyist	15		15
No 437-5				195			232½	1	Head Record Keeper	20		20
				~~245~~		245	~~245~~			265		265
Sanc. 5th-07-4.												
dated 12th Oct 09			Munsiff	60		60	60	1	Do. Clerk	60		60
1907		1	Do.	50		50	50	1	Do. Clerk	50		50
				110		110	110			110		110
		1	Sh. Clerk	25		25	25	1	Sh. Clerk	25		25
		1	Accountant	40		40	40	1	Accountant	40		40
							65					
Govt. Order dtd		1	Attender	12		12	12	1	Attender	12		12
6620-45 G.M.	S							1	- do -	15		15
236-07-1 dated		1	Mutsuddi Cashier	20		20	20	1	Mutsuddi Daffedar	20		20
13th May 1908		1	Peons	15		10	10	1	Peons	10		10
		2	Peons @ 8/- each	16		16	16	2	Peons @ 8/- each	16		16
		3	- @ 7/-	21		21	21	3	- @ 7/-	21		21
		3	- @ 6/-	15		18	18	3	- @ 6/-	18		18
				87		87	87			102		102
				457			494½					
			Total	~~507~~		~~522~~	~~507~~			542		542
				Present Scale Verified								

Note—To be prepared in duplicate and forwarded through the Comptroller in Mysore and should be followed by a reappropriation statement if the proposal involves additional expenditure.

Asst Controller

16th Jan 11)

16/1/11

(Rules circulated with G. O. No. Fl. 1150—1192, dated 7-2-1903)

4

Revision of Establishment.

relates... Office of Senior Surgeon, Manila

Average Cost	Proposition: Permanent: Increase per month: Amount	Proposition: Permanent: Decrease per month: Amount	Proposition: Temporary: Increase per month: Period	Proposition: Temporary: Increase per month: Amount	Proposition: Temporary: Decrease per month: Period	Proposition: Temporary: Decrease per month: Amount	Grounds of Proposition	Comptroller's Report	Orders of Government: Department concerned: Remarks	Orders of Government: Financial Department: Remarks	Orders of Government: Financial Department: Orders
37 1/2											
50											
35											
25											
20											
15											
20	20										
65	20										
52 1/2											
60											
50											
10											
25											
40											
12											
15	15										
10											
16											
21											
18											
102	15										
29 1/2											
42 1/2	35										

Vide Ltr to C.G. 340 dated 10-1-1911.

MGCPB—500—8-12-04.

C. F. Ashburn
Surgeon, U.S.A.

9-1-11.

Office Senior Surgeon

Finance and Accounts Form 11 } Encl to A-1

(*Vide* Art. 57, C. A. C., Vol. I, and Rule 28, Part I, Chapter II of the Financi

Finl. 200]

Statement of Proposition for

Name of Office to which the Proposition

Government Orders sanctioning present Establishment		Nature of Charge										
		Present Scale						Proposed Scale				
				Pay						Pay		
No.	Date	No.	Designation	Minimum	Rate of Increase	Maximum	Average Cost	No.	Designation	Minimum	Rate of Increase	Maximum
Govt order		1	Manager	~~150~~ 100	10	150	~~150~~ 137½	✓1	Manager	100 General	10	150
dt 6828-9		1	Record Keeper	35	-	35	35	✓1	Record Keeper	35	-	35
Med 651-05-11		1	Sy. Clerk	25	-	25	25	✓1	Sy. Clerk	25	-	25
dated 4th Feb-		1	Typist	20	-	20	20	✓1	Typist	20	-	20
uary 1907		1	Copyist	15	-	15	15	✓1	Copyist	15	-	15
G.O. No 4371				195		1	232½	✓1	Store Record keeper	20	-	20
-3-Secy-57				~~245~~	-	245	~~245~~			265	-	265
-07-4 dated		1	Head Clerk	60	-	60	60	✓1	Head Clerk	60 Medical	-	60
12th November		1	Sy. "	50	-	50	50	✓1	Sy. Clerk	50	-	50
1907				110	-	110	110	✓	- - -	110 Material		110
—		1	Sh. Clerk	25		25	25	✓1	Sh. Clerk	25	-	25
		1	Accountant	40		40	40	✓1	Accountant	40 Accounts	-	40
										Menial		
Govt Order		1	Attender	12		12	12	✓1	Attender	12	-	12
dt 6620-45								1	- do -	15	-	15
R.M. 236-07-4		1	Mistri	10		10	10	✓1	Mistri	10	-	10
		1	Daffedar	10		10	10	✓1	Daffedar	10	-	10
dated 13th May		2	Peons @ 8/- each	16		16	16	✓2	Peons @ 8/- each	16	-	16
1908		1	- @ 7/- -	21	-	21	21	✓1	- @ 7/- -	21	-	21
		3	- @ 6/- -	18	-	18	18	✓3	- @ 6/- -	18	-	18
				87	-	87	87	✓		102	-	102
			Total	~~507~~	-	~~507~~	~~507~~	-		542	-	542
				457		507	494½	✓				

Present scale verified

V. Vittal Murthy

Asst Controller

16 Jan 1911

Note—To be prepared in duplicate and forwarded through the Comptroller in Mysore and should be followed by a reappropriation statement if the proposal involves additional expenditure.

16-1-11

(Re-circulated with G. O. No. Fl. 1150—1192, dated 7-2-1903)

5

Revision of Establishment.

relates... Pilot, 2d Lieut. Surgeon, Med.

Average cost	Proposition: Permanent: Increase per month: Amount	Proposition: Permanent: Decrease per month: Amount	Proposition: Temporary: Increase per month: Period	Proposition: Temporary: Increase per month: Amount	Proposition: Temporary: Decrease per month: Period	Proposition: Temporary: Decrease per month: Amount	Grounds of Proposition	Comptroller's Report	Orders of Government: Department concerned: Remarks	Orders of Government: Financial Department: Remarks	Orders of Government: Financial Department: Orders
37 1/2											
50											
35											
25											
20											
15											
20	20										
~~26 1/2~~ 52 1/2	20										
60											
50											
70											
25											
40											
12											
15	15										
40											
140											
16											
21											
18											
402	15										
29 1/2											
~~57 1/2~~	35										

Vide No. 0-3240 dated 10-1-1911

MGCTB—500—8-12-04.

J. J. Acly ntalio

9-1-11

Chief Surgeon - Mo

Sm 64/10

6

G.& S. 26]

File No 143-10

Serial No. 1

Diary No. of letter replied to 4779

No 6729

Med 143-10-2

9/11-2-11

General and Revenue Secretariat

(Medl)

, the 19

To

The Offg Senior Surgeon.

Date of issue 11-2-11

Signed by MRK/MR

Sir,

With reference to your letter No: Cf 3408 the 10th January '11 (received thro' the Comptroller) duly forwarding Statement for the entertainment of an Asst Record Keeper on Rs 20 and an Attendant on Rs 15 for your office, I am directed to state that the financial effect of the proposal will be an addition of Rs 420/- per annum to the permanent recurring expenditure of the State and to request you to be so good as to point out corresponding reductions in other directions so as not to exceed the total cost on account of your office establishment.

I have &c

Kelle

For Secy.

Offg

AR 11 9.2.11 [P.J.O]

SUBJECT.

M Memo 6730

Copy forwarded to the Comptroller for information with reference to his letter No. 4275 B&R743 of the 19th 21st January '11.

By Order

Secy

For Secy

Bln (61)
8.2.11.

List of enclosures,

Copied by KR 2/2

Examined by 10/11
11/2/11

GPB—6,000—1-5-09

B.3963

No. G 457
Encs.

Office of Senior Surgeon, Mysore Govt., 8

Dated, Bangalore, 16/17 · 3 · *1911.*

Med 143-10
SL-3

From

Lt.-Col. John Smyth, M.D., I.M.S.,
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To

C.S.Balasundaram Iyer Esq., B.A.,
Offg Secretary to the Govt of H.H. the
Maharaja of Mysore, Genl & Rev Deptts.
Bangalore.

Sir,

In reply to your letter No.6729/Med.143-10-2, dated 11-2-1911, I have the honor to state that it is not possible to show any reduction in the present establishment, nor is it possible to manage the work without the additional establishment asked for.

2. In case it is necessary to gauge the work of the record branch of my office, I would welcome any officer of the Secretariat to examine the amount of work turned out, with a view to ascertain whether or not the proposal for additional establishment is reasonable.

I have the honor to be,

Sir,

Your most obedient servant,

Lt. Col. I.M.S.

Senior Surgeon, Mysore Government.

From

THE SENIOR SURGEON
WITH THE GOVT. OF MYSORE,
Bangalore.

To

The Secretary to Govt
Genl & Rev Depts

Dated 16.3.11 Bangalore

Despatched 17

Received

General No. G 6457
No.

Enclosure No.

SUBJECTS.

Furnishing reply to No.
6729/med 143-10-2, dated 11.2.11
re the additional establishment
required for the Senior Surgeon's Office

2

X

9

5/4/11

G.R.S. 26]

File No. 1437/C

Serial No. 4

Diary No. of letter replied to 5943.

No. 8302
Med 143-10-4
DJ 1024-11

General and Revenue Secretariat
(Secl)
, *the* 19

To

Date of issue 10.4.11.

Signed by

Mr. K. Raghavendra Rao,

Dear Sir,

With reference to para 2 of your letter No: 5943 of the 16th instant I am directed to inform you that the Assistant in Charge of the Land Secretary Branch of the Gene & Rec: Sects and the Supdt of the General Records of this office have been instructed to visit your office records with a view to see the necessity for the additional hands required for the record Branch of

over.

SUBJECT.

I am to request that
your office, Your subsequent
~~Your office may be~~
~~granted kindly furnished you~~
~~Records to give them all~~
the necessary facilities may be afforded to them
for doing
~~with the inspection of the records~~
~~of your office.~~

Yours Sincerely,

GSB

Secretary

Inclo.

Copy ~~from~~ to Surg. A. G. Lisagnana Records, Supdt. Govt. Records (Encl. the Req. dated 8)
for information. ~~He was directed~~ with
~~to receive instructions from the~~
Med. Secy, Branch IV regarding
the inspection of the records of the Senior
Surgeon's offices ~~and return~~.

List of enclosures,

By Order

GSB

~~Asst~~ Secy

22m(61)
29.3.11

Copied by Maks 8/4/11. 12.

Examined by JH 8/4

GPB—20,000—25-9-10

4

1/6 B ✓ 11

G.R.S. 26] File No. 143-10

Serial No. 5

Diary No. of letter replied to 5943-10 ab

No. 9687

Med 143-10-5

9.19.6.12

General and Revenue Secretariat

(Medl)

, *the* 19

To

The Senior Surgeon

Sir,

Date of issue 19.6.12

Signed by Hrkmr

With reference to the Correspondence ending with your letter No: G 457 of the 16th March 11 re: Strengthening the establishment of the Record Branch of your office, I am directed to state that Govt understand that the Record Keeper of your office is burdened with certain duties (which do not as detailed below pertain to him legitimately ~~to~~ the ~~Office~~

(1) ~~The whole of~~ All the receipts

over.

SUBJECT.

Copies

The offices including those which do not require reference-papers are sent in the first instance to the Record Keeper to be passed on by him to the officials concerned together with the papers required for reference.

(2) Issues are sent to the Record-Keeper loose, to be added on to the respective files and restored.

(3) The Record Keeper is required to make copies or extracts whenever an issue relates to more than one file and place one in each of the connected files

(4) The Record Keeper is required to flag the references when files go out from him for orders.

(5) The Record-Keeper is also required to maintain the undermentioned lists and Registers.

2 The Record Keeper may well be relieved of the duties specified above (Items nos 1 to 5 supra) by

(1) Sending direct to the officials concerned and requiring them to obtain the reference papers from the Records by Sending requisitions the receipts

List of enclosures,

1. Inventory List of Past Records
2. Register of Cancelled
3. Lists of Hospitals & dispensaries
4. do dismissed officials
5. do. Retired officials
6. do Europeans & Eurasians
7. do. Licensed Offs
8. do Graduates.

Copied by

Examined by

GPB—20,000—25-9-10

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation Sheet draft form.*)

therefor

(2) requiring the officials concerned to add on the ~~records~~ notices to the cancelled files and send ~~the~~ Complete files to the Record Keeper.

(3) ~~Making~~ the ~~Issue~~ Supply to the Record Keeper, the required nos: of Copies ~~to the Record Keeper~~, of orders to which have to be placed in more than one file

(4) ~~by~~ entrusting to the ~~clerks~~ officials dealing with papers the duty of flagging the references

(5) ~~by~~ transferring to some other official ~~of~~ the work ~~of Examiner~~ ~~with~~ maintaining the lists and ~~registers~~ registers refered to in ~~the preceding~~ item no: 5 Supra.

3. I am to ~~add~~ state ~~to add~~ that ~~of the records of the Examiner~~ that the work in the record branch of your office will not be too heavy for the existing hands

GPB—10,000—22-2-11

14

when the work of the Record Keeper

is ~~carried~~ lightened on the lines

Suggested above and that no case

exists for any addition to the establishment

I have &c

Secretary

Ch 61

II 20 · 5 · 12

14/15/6/12